

Guidelines for Grant Implementation:

Community-Based Transportation Planning Grant Program
Fiscal Year 2003-04, Effective 9/1/04



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I. Introduction

These *Guidelines for Grant Implementation* are provided to Caltrans District staff and grantees for the implementation of Fiscal Year (FY) 2003-2004 California Department of Transportation (Caltrans) Community-Based Transportation Planning (CBTP) Grants.

II. Roles And Responsibilities

District Transportation Planning Staff

Role: District Contract Manager/Project Manager

Responsibilities*:

- Act as District Contract Manager/Project Manager;
- Assist Headquarters (HQ), Office of Community Planning (OCP), by providing information to obtain Expenditure Authorization and to process a Service Contract Request (Form 360), including amendments, for the project;
- Coordinate updated scope of work, including proposal schedule funding chart and resolution from the grantee;
- Keep the project on schedule, monitor contract and subcontracting, verify and provide feedback to contractors/subcontractors on deliverables and review reports;
- Attend project meetings and public participation events;
- Process invoices, provide copies of invoices, receiving records and quarterly reports to Headquarters, and coordinate project close out;
- Assist grantees with project implementation;
- Coordinate information exchange between grantee and HQ OCP;
- Participate as a full partner and add value to the project as it proceeds;
- Maintain relationships with diverse communities and organizations;
- Conduct additional outreach and marketing within district boundary;
- Assist prospective grantees through the application process;
- Work with applicants to prepare and submit complete grant applications;
- Provide comments and ranking of grant applications to HQ OCP;
- Coordinate transfer of hard copies and electronic versions of grant applications to Headquarters;
- Continue to be an advocate for implementation of project recommendations, especially as implementation may require further Caltrans effort and involvement.

* The degree of participation of these responsibilities depends on the project linkages to the District's activities and interests.

Grantee*

Role: Project Manager and Advocate

Responsibilities:

- Identify and take actions on projects that support program goals, and establish working partnerships;
- Work with district staff to prepare and submit competitive grant application;
- After receiving formal notification of funding, work with District staff to update and submit scope of work, timeline, budget, map, resolution, and local match documentation to complete contracting and subcontracting requirements;

I. Roles and Responsibilities (Continued)

- Execute a contract with Caltrans and implement the project per the scope of work, timeline, and budget;
- Submit invoices and expense documentation to District for reimbursement.
- Process and pay for subcontractor invoices.
- Work with appropriate RTPA/MPO to include project as a OWP work element or a OWP informational item;
- Submit quarterly reports, interim products, reports and plans to District;
- Continue working with District staff and other parties as project proceeds;
- Work to keep all parties informed and involved throughout the project;
- Complete final products/reports/plans and distribute to the District and all parties involved in and impacted by project;
- Continue to advocate for implementation of appropriate project recommendations after the planning project is completed.

* “Grantee” refers to the grant applicant who submitted the approved grant application. The grantee is the party who will enter into a contract directly with Caltrans. “Sub-recipient” refers to the grant sub-recipient(s) as indicated on the approved grant application. Sub-recipients may enter into a subcontract directly with the grantee.

Headquarters Office of Community Planning Staff

Role: Grant Program Administrator (set policy for grant program)

Responsibilities:

- Request an Expenditure Authorization (EA) for the project;
- Complete and submit Service Contract Request (Form 360), including amendments;
- Directs the overall contracting process;
- Manage overall program budget and resources;
- Promote the program, and advocate for increased funding resources;
- Establish, coordinate and refine program purpose, guidelines and criteria;
- Establish, coordinate and refine application process;
- Organize the grant selection committee and coordinate the selection of grant awards;
- Conduct statewide outreach and marketing efforts;
- Act as a liaison and program advocate to management;
- Advise District staff of program goals, guidelines and processes;
- Provide District with technical assistance and training;
- Prepare quarterly and final reports for Caltrans management, the Business Transportation and Housing Agency, and others as needed.

III. Contracts

HQ OCP encourages all District Contract Managers/Project Managers to complete the following at the Department’s Division of Procurement and Contracts (DPAC) intranet site:

- Download and keep as reference the Contract Managers Handbook under the category: Manuals, Handbooks and Guidelines.
- Register and undertake the Contract Manager Information and Specialized Training (CMIST) training. (Upon completion, mark “yes” and date completed on the Form 360.)

III. Contracts (Continued)

These grants are funded from the State Highway Account. Each project will have an individual contract. Caltrans can contract with counties, cities, regional transportation planning agencies (RTPAs), or metropolitan planning organizations (MPOs), public transit agencies, public universities, and public entities as grantees. Private universities and entities must be sub-recipients. We encourage applicants to partner with the other parties.

The first step to begin the grant contracting process is work with HQ, OCP, to obtain an Expenditure Authorization (EA) for your project. An EA will allow you to charge reimbursable expenses when your grantee submits invoices. In the unlikely event that you EA must change, the District Contract Manager/Project Manager must notify the Division of Accounting, DPAC, and HQ OCP immediately.

The contract documents used for these grants include the Caltrans Service Contract Request (Form 360 – internal to Caltrans only) and a Fund Transfer Agreement (FTA).

On behalf of the District Contract Managers/Project Managers, HQ OCP will complete and submit the Caltrans Service Contract Request (Form 360), including contract amendments, to the DPAC. Upon announcement of the grants, the District Contract Managers/Project Managers will need to work with the grantees to secure the following documents:

- 1) an updated scope of work for the project;
- 2) an updated proposal schedule and funding chart;
- 3) documented proof of the local match;
- 4) a recent, local resolution from the agency's board;
- 5) updated map of the project boundaries, if applicable.

Headquarters, Office of Community Planning staff will serve as liaison between the District and DPAC to ensure all documentation sent to DPAC is complete, accurate, and consistent with original scope of work submitted by grantees.

Headquarters, Office of Community Planning staff will obtain the necessary signatures from management to certify that funds are available and forward the Form 360 to DPAC. DPAC will then review and process the Form 360 and work with the Division of Accounting to encumber the funds for the grant.

Within 10 days of the DPAC's receipt of the Form 360 from HQ OCP, the District Contract/Project Manager will receive a receipt from DPAC indicating the contract number and the DPAC Contract Writer assigned to the contract. District Contract/Project Manager will then work with the assigned DPAC Contract Writer to process the FTA. Only Caltrans staff whom have delegated authority from DPAC may sign the FTA.

Reminders:

- Send HQ OCP a copy of final FTAs and amendments.

III. Contracts (Continued)

- The grantee is not authorized to commence work or to incur reimbursable costs until the grantee and Caltrans executes the FTA. Once that takes place, the District Contract Manager/Project Manager will then give grantee permission to proceed.
- An FTA and proposal schedule must have a project start date at least six weeks after the date the grantee expects to turn in the updated scope of work to the District.
- In general, an FTA and projects terminate at the end of the project schedule identified in the updated timeline submitted by the grantees. Generally, grantees have two years to expend and should have contract expiration dates that allow sufficient time for final invoice submission so that funding appropriation lapse dates are avoided. For contracts encumbered in FY 03-04, final invoices must be submitted to Accounting for payment by May 2006, therefore contract end dates should generally be 60 days prior, at a minimum. Dates should be confirmed with Headquarters.

IV. Amendments

At the time a contract is written, every effort should be made to prepare for a comprehensive contract to provide the services within a reasonable timeframe. If unanticipated events occur, the contract may be amended.

Amendments to contract can include, but are not limited to the following:

- Extend the contract period if unanticipated events occur;
- Add unforeseen work and changes in the scope of work; Contract language changes (indirect costs, final invoice date, etc).

Reminders:

- 1) An amendment should not fundamentally alter the scope of work.
An amendment must be done prior to the expiration of the FTA.
- 2) It is recommended to complete an amendment at least two months prior to the expiration of the FTA.
- 3) It should be noted that it is not appropriate to amend a contract from year to year to extend the period of performance.
- 4) District Contract Manager/Project Managers cannot authorize additional work or expenses until the amendment is executed.

If an amendment is needed, please notify HQ OCP staff. HQ OCP will then prepare and submit a Form 360 for a contract amendment. District Contract/Project Managers will need to submit a revised updated scope of work to HQ OCP as part of the amendment.

V. Audits

A pre-award audit is required for grant awards of \$250,000 or higher, and must occur prior to contract execution. Caltrans auditors perform audits at no cost to the grantee or sub-recipient.

The purpose of the pre-award audit is to determine if the grantee's accounting system is adequate to accumulate and segregate costs and to determine if the proposed costs are reasonable. The pre-award audit alerts both the grantee and Caltrans as to possible problems relative to the grantee's cost proposal and cost accounting system. The pre-award audit takes usually three-to-five working days.

V. Audits (Continued)

The grantee must agree to maintain grant records involved with the performance of a FTA and to make those records reasonably available for audit. A prime or a subcontractor, performing under a negotiated contract with Caltrans, are subject to the following audit reviews:

- Interim audits are performed on an "if-needed" basis. For example, during the pre-award audit, if it is found that the grantee's accounting system is new or if minor deficiencies are noted, an interim audit would then be scheduled. The purpose of the interim audit is 1) to determine if the accounting system is functioning adequately, 2) to ensure that billed costs are supported, and 3) to ensure that any deficiencies are corrected. The District Contract Manager/Project Manager may also request an interim audit if there are concerns to be addressed during the course of the contract. Lastly, an Audit Manager may initiate an interim audit of a long-term contract to ensure that costs reimbursed to date are allowable.
- Post audits are performed routinely after project completion to determine whether the costs claimed are allowable, allocable, reasonable, and in compliance with the Federal and State laws and regulations.

VI. Subcontracting

Every subcontract must comply with administrative procedures in 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

For projects that included a sub-recipient/subcontractor (including a private consultant), in the original grant application, competitive bid requirements are not necessary. However, if a grantee wishes to use a sub-recipient/subcontractor and did not specify a private consultant in the original application, the guidance below applies:

- | | |
|-------------------------------------|----------------------------------------------------------|
| • Subcontract is \$25,000 or more | Project must be competitively bid out |
| • Subcontract is less than \$25,000 | Project does not have to be competitively bid out |

In both situations, the District Contract/Project Manager must seek final approval of the subcontract.

If the project must be competitively bid out, the bidding process does not have to be elaborate, but the grantee must make a reasonable effort to seek at least three written bids for the work to be done. The process needs to be fair and documented.

For grants that are a continuation of an existing project (i.e. a specific plan from a general plan) in which a private consultant has been retained, the grantee is not required to re-bid the project. However, before work begins on the grant portion of the project, the grantee must submit in writing to the District for approval stating that this is a continuing project and ask not to competitively bid that portion of the project.

VI. Subcontracting (Continued)

There is no State boilerplate agreement for subcontracts. Each grantee should ensure that their own format follows the appropriate state and federal requirements.

For information on subcontractor invoicing, please see Section XI, Invoicing.

VII. Overall Work Program (OWP)

If the grantee is an RTPA or MPO, the project must be an amended “work element item” in the OWP. By the same token, if the local match was provided by an RTPA or MPO, the project must be an amended “work element item” in the OWP.

If the grantee is a city, county, commission, or public entity, the project should be included as an “informational item” in the OWP of the appropriate RTPA or MPO. In addition, OWP work elements and informational items should be provided for the 2003/04 fiscal year, and in subsequent OWPs for the duration of the project. OWP work elements and informational items must be updated if there are any Caltrans-approved changes in the project scope, timeline, budget, etc.

VIII. Local Resolution

In order to execute a contract (FTA) with a **RTPA or MPO**, a copy of a blanket resolution approving the Overall Work Plan (OWP) must be provided and contain language authorizing the execution of subsequent agreements or contracts to implement the projects identified in the OWP.

In order to execute a contract (FTA) with a **city, county, or public entity**, a local resolution authorizing the city, county, or public entity to apply, accept, enter and execute the FTA is required. Two options are possible:

1. **Grant-specific Local Resolution.** This resolution provides authorization for entering into the grant-specific FTA. A grant-specific resolution must include the following:
 - a) specific person from the city/county/public entity and title authorized to enter the agency into contract with the Department;
 - b) specific office from the city/county/public entity;
 - c) name of the project, timeframe of the project, contract #, grant amount, local match if applicable;
 - d) provide the authority to complete the project.
2. **Blanket Local Resolution.** This resolution should include suggested language as follows:

“The (City/County of _____) authorizes the (County/City Administrator, County/City Manager, Assistant County/City Manager, Public Works Director, and/or Assistant Public Works Director, etc.) to execute all Fund Transfer Agreements, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, and any amendments thereto with the California Department of Transportation.”

VIII. Local Resolution (Continued)

If a city or county is awarded more than one grant in a fiscal year, it may adopt one local resolution rather than multiple individual resolutions. However, all grants should be listed in that one local resolution. Local resolutions that follow these instructions should not require a new version for each fiscal year of the project.

Districts are encouraged to submit draft resolutions to HQ Office of Community Planning. The HQ Office of Community Planning will work with DPAC to pre-approve the draft resolutions. Upon approval, Districts will need to forward adopted resolutions to HQ Office of Community Planning. HQ Office of Community Planning will then forward the adopted resolutions to DPAC. The Districts should retain a copy for their contract files.

IX. Eligible Expenses

Grants are to be used for planning-related activities, such as transportation studies, surveys, community meetings and focus groups, planning consultants, bilingual services to facilitate meetings, reproduction costs, rental of computers, transit passes and light refreshments to facilitate public participation (not agency participation), and limited administrative costs.

Administrative costs for these projects should not exceed 15%. Administrative costs are generally defined as grant administration tasks, telephone bills, reproduction, and rent. If an agency will be seeking reimbursement for indirect costs, an agency must prepare and submit annually to the Department an indirect cost rate proposal and a central service cost allocation plan (if any) in accordance with the Office of Management and Budget A-87 and Local Program Procedures P 00-02).

The Community-Based Transportation Planning grant program is a reimbursable grant program. Reimbursement takes place after an agency submits an invoice for allowable costs and back-up documentation. Reimbursement occurs monthly or quarterly. Local match must be provided on a proportional basis coinciding with invoicing frequency.

X. Ineligible Expenses

The grants **cannot** be used for the following:

- personal expenses not related to the project;
- purchase of computers (rental is authorized), software, and office furniture;
- environmental studies, plans, or documents normally required for project development under NEPA or CEQA, construction permits, traffic studies, detailed design or engineering qualified work, and project study reports;

- construction projects, maintenance or acquisition/rental of vehicles for bus or shuttle programs, and operating subsidies.

XI. Invoicing

An invoice is a written demand for payment for goods and/or services rendered. There is no set invoice format required by Caltrans; however, at a minimum each invoice should contain the

XI. Invoicing (Continued)

grantee name and remittance address, a description/itemization of goods or services, dollar amount of goods or services, invoice date and number, the contract (FTA) number and the Expenditure Authorization (EA). Payment by Caltrans to the grantee is made only after the specified work or service is performed. See sample invoice on page 13.

The Prompt Payment Act, under Government Code 927, requires Caltrans to process and issue a warrant to a grantee within forty-five (45) calendar days upon receipt of an undisputed invoice. Caltrans can dispute an invoice submitted by the grantee for “reasonable cause” within fifteen (15) working days following receipt of the invoice. To do so, the District Contract Manager must submit a completed Invoice Dispute Notification form (STD 209) to the grantee.

Invoicing can be as frequently as monthly, and at least quarterly. A grantee must submit an invoice to the District Contract Manager/Project Manager in triplicate (original and two copies). The invoice needs to include the contract/FTA number next to the grantee’s name. District Contract Managers/Project Managers should ensure that invoices are time and date stamped when they are received.

The District Contract Manager/Project Manager completes a Receiving Record (Form FA1226A), along with one original and one copy of the invoice and any grantee/subcontract supporting documents, when submitting invoices to Caltrans Accounts Payable for payment. (One copy is kept for District Contract Manager/Project Manager’s files.) Project supporting documentation should be consistent with invoicing frequency. In general, reimbursement to the grantee should coincide with the percentage in which the project is completed.

Note: Please send a copy of all invoices, Receiving Records, and Back-up Documentation to HQ OCP.

Work preformed by sub-recipients/subcontractors:

- Grantees should obtain invoices from subcontractors typically showing task, task budget, percentage completed, prior billing if any, current billing, and total billed.
- Grantees must pay subcontractors prior to requesting any reimbursement from Caltrans, and must do so in a timely manner.
- The CBTP minimum local contribution (match) requirement is 20% of the grant amount. Up to 20% may be “in-kind.”
- Examples of in-kind contributions: printing, facilities, interpreters, equipment, advertising, staff time, etc.
- Grantees must provide with their invoice, documentation of their respective match (funds or in-kind) per task. This match must be provided on a proportional basis to the grant funds.

- The grantee prepares the invoice to seek reimbursement of grant funds only. There will be no reimbursement of match funds.

Reminder

- Grantees/sub-recipients cannot begin spending their match before the contract is executed. Reimbursement of credits for local matching funds will be made or allowed only for work performed **after the start date** and up to the termination date of the agreement (FTA).

XII. Invoice Review

In reviewing an invoice, the District Contract/Project Manager must do the following:

- Log in and date stamp the invoice(s) immediately upon receipt;
- Review invoice for accuracy, timeliness, and compliance with the cost and payment terms of the contract;
- Ensure the costs shown on the invoice match those listed in the scope of work's budget;
- Review invoice(s) and deliverable(s) to verify what was paid for has been obtained.

See Appendix for more information on how to process an invoice for payment.

XIII. Invoice Dispute

The District Contract/Project Manager may dispute an invoice, for “reasonable cause” within 15 calendar days from the receipt of the invoice. Reasonable cause is defined as a determination that any of the following conditions are present:

- 1) There is a discrepancy between the invoice and the provision of the contract;
- 2) There is a discrepancy between the invoice and either the contractor's actual delivery of property or services to the state;
- 3) Additional evidence supporting the validity of the invoice is required to be provided to Caltrans by the contractor;
- 4) The invoice needs to be corrected by the contractor.

The District Contract/Project Manager cannot dispute an invoice on the basis of minor or technical defects in order to avoid having the invoice processed and paid within the specified time limits.

The District Contract/Project Manager must supply written notification of an invoice dispute to the grantee. The District Contract/Project Manager must submit a completed **Invoice Dispute Notification form (STD 209)** to the grantee. Failure to provide the contractor in writing will cause the invoice to be considered an “undisputed invoice” requiring interest on any charges, not paid within the required 45-day period, to be paid by the State. (The Invoice Dispute Notification form (STD 209) can be obtained by going to on-ramp, Resources, Forms: Caltrans Electronic Forms Systems (CEFS), and type in 209 into the search by form. You may need to download the Forms Flow site first to download these forms.)

XIV. Reporting Requirements

Grantee will provide any interim, or draft reports to the District as they are developed. Project schedule should allow time for Caltrans review of all reports. Additionally, all deliverables (including reports, quarterly reports, invoices, and other documents) will be submitted to Caltrans directly from the grantee.

Quarterly reporting is required for all grants. The District Contract Manager/Project Manager will work with the grantee to gather information and then forward this in a report format on a quarterly basis (by the tenth day of the succeeding month for each quarter) to the appropriate Headquarters staff member.

XIV. Reporting Requirements (Continued)

The following schedule details the quarterly reporting cycles to be followed:

- 1st Quarter: July-September... **report due October 10**
- 2nd Quarter: October-December... **report due January 10**
- 3rd Quarter: January-March... **report due April 10**
- 4th Quarter: April-June... **report due July 10**

Information required on a quarterly basis:

- Project status/General Comments (including progress, contract issues, problems encountered...)
- Identification of Community Based Organizations (not-for-profit) involved in the project
- Discussion/Evaluation of Public Participation Efforts
- Dollars Expended

XV. Project Completion

In order to properly close out projects, there are a number of steps that need to be followed:

1) Final Invoice/EA

The contract expiration date is the last date that a grantee can incur project costs. Grantees will have 60 calendar days after the contract expiration date to make final payments to project contractors, prepare the final report, and submit the final invoice to the Districts for reimbursement. District Contract Managers/Project Managers will need to inform the Division of Accounting in writing that the invoice is the final invoice. She/he will also need to send a copy of the final invoice to HQ OCP and mark as final invoice. She/he must also notify HQ OCP to close out the project EA and inform HQ OCP of any remaining balance.

2) Final Report

The grantee will provide five copies of the final report (reproducible) and one electronic version (web-post-able) to the District Contract Manager/Project Manager. The District Contract Manager/Project Manager will then forward at least three copies of the final report and the one electronic version to HQ OCP.

3) Evaluation Materials

In addition, the District Contract Managers/Project Managers will need to complete and submit to HQ OCP the following evaluation materials upon project completion:

- District Program Survey*
- STD4 Contractor Evaluation Form*

*HQ, OCP will provide these forms.

Appendix

I. Processing Invoice for Payment

Once the invoice is reviewed and approved by the District Contract/Project Manager, the following invoice package is prepared and forwarded to the Division of Accounting for their records and to the State Controller's Office to issue payment to the grantee. Each invoice must be submitted with a completed **Receiving Record (Form 1226A)**. See sample on page 13. The Receiving Record (Form 1226A) can be obtained by going to on-ramp, Resources, Forms: Caltrans Electronic Forms Systems (CEFS), and type in 1226A into the search by form.

The Receiving Form must contain the following information:

- 1) District Contract Manager full name and telephone number typed/printed on the top of the form.
(Be sure it is legible, so the Division of Accounting can contact you if they have questions).
- 2) The name of the grantee in the "Received From" box;
- 3) The actual date the invoice was received in the "Date Received" box;
- 4) The name of the Contract Manager in the "Prepared By" box;
- 5) The actual date the Receiving Form was prepared in the "Date Prepared" box;
- 6) Signature in the "D.O. Approved-Contract Manager" box;
- 7) Enter page number 1 of 1;
- 8) Enter vendor number;
- 9) Enter the Fund Transfer Agreement number in the "Service Contract Number" box;
- 10) Enter 1 for quantity and EA for unit;
- 11) Source District=74 (HQ), Unit=167(Community Planning), District=Your District;
- 12) Specific Contract EA: _____;
- 13) Subjob if applicable;
- 14) FA=7 (State Highway Account Funds), Agency Obj=049) or FA=6 (State Planning & Research Funds), Agency Obj=132;
- 15) Amount=invoiced amount;
- 16) Respective Fiscal year (example: FY 03/04; thus, the FY is 04), CIRCLE FISCAL YEAR;
- 17) Reference Document Number on the invoice (FTA# and suffix if applicable);
- 18) Description/Comments: line items (salary, benefits, etc);
- 19) Invoice number# _____;
- 20) Document Date: date of the invoice.

Once the invoice is reviewed and approved by the District Contract Manager/Project Manager, the invoice and expenditure documentation must be assembled and transmitted with a cover memo (see sample memo on page 12).

II. Invoice Arrangement

The District Contract Manager/Project Manager will forward original and duplicate copy #1 as well as original, signed receiving record to the Division of Accounting. The Division of Accounting will forward the original to the State Controller's Office. Send all documents via Department's inter-department mail or overnight courier service to:

Department of Transportation
Division of Accounting, MS 25
Office of Accounts Payable, Contract Payments
1820 Alhambra Blvd.
Sacramento, CA 95816

The District Contract Manager/Project Manager will retain the following: 1) copy of original invoice, 2) copy of original receiving record, and 3) copy of invoice documentation. The District Contract Manager/Project Manager should file this information in a project file, together with a copy of the contract and scope of work.

III. Follow-up on Contract Expenditures

Follow-up on contract expenditures (Contract #) to date on the “Intranet” at <http://adsc.caltrans.ca.gov/ASC/scats/>, scroll to District 74, select “Summary Report for District” and scroll to your respective contract #. Within two to three weeks of submitting an invoice to the Division of Accounting, expenditures should be reflected in balances from the original amount of the contract.

State of CA Memo (Sample)

To: District (01-12) (Contact Accounts Payable for your contract)
Accounting Service Center
Office of Accounts Payable, Contract Payments
1820 Alhambra Blvd.
Sacramento, CA 95816

From: DEPARTMENT OF TRANSPORTATION – District (01-12)
Office of _____

Subject: City of Nowhere – Contract
Request for Reimbursement - \$4,000 – Invoice #1

Attached for payment is the request for reimbursement from the City of No Where. The request for reimbursement is for contract no. 1234567, invoice #1 in the amount of \$4,000. The balance remaining on this contract will be \$96,000.

Grant Amount:	\$100,000
-Invoiced Amount:	\$4,000
	<u>\$96,000</u>

Please let me know if you need further information. I can be reached at Cal-net 123-7139.

Thank you for your assistance.

JOHN SMITH
District (01-12)- Office of _____.

Enclosures: Receiving Record
Invoice #, City of Nowhere—Contract #1234567 (Include original, plus one copy)
Support Documentation

CC: Stuart Mori, Office of Community Planning

**California Department of Transportation
Community-Based Transportation Planning Invoice (Sample)**

Invoice Date: _____

Invoice Number: _____

Project Title: _____

Grantee Name: _____ FTA#: _____

Address: _____ City: _____ ST _____ ZIP _____

Remit Address: _____ City: _____ ST _____ ZIP _____

District: _____

Invoice Period Starting: _____ Ending: _____

Description of Goods and/or Services	Charges for each task	
	Direct	Other Direct

	SHA	In-Kind Match	Total
Amount of Grant			
Amount of Previous Invoice			
Amount of this Invoice			
Current Balance Available	\$	\$	\$

Net Amount Due to Grantee: \$ _____

I certify the charges for work billed are proper and that project progress is commensurate with cash disbursements being claimed on the "Net Amount Due" line above:

Representative of Recipient's Signature

Date

Print Name/Title: _____ Business Phone: _____

I have received the disbursements and the progress of the work on the project specified above and recommended payment in the amount shown on the "Net Amount Due" Line.

Caltrans District Representative Signature

Date

Print Name/Title: _____ Business Phone: _____

CALIFORNIA DEPARTMENT OF TRANSPORTATION
DISTRICT PLANNING CONTACT LIST

HEADQUARTERS	Contact	
Division of Transportation Planning 1120 N Street, MS 32 Sacramento, CA 95814	Community-Based Transportation Planning: Program Chief: Tom Neumann (916) 651-6882 Program Supervisor: Chris Ratekin, (916) 653-4615 Program Manager: Stuart Mori (916) 651-8024*	* Primary Contact
DISTRICT 1	Contact	MPO/RTPA
1656 Union Street Eureka, CA 95501 (P.O. Box 3700) 95502	Community-Based Transportation Planning Marie Brady (707) 445-5230 FAX (707) 441-5869	Del Norte LTC Humboldt COG Lake COG Mendocino COG
DISTRICT 2	Contact	MPO/RTPA
1657 Riverside Drive Redding, CA 96001 (P.O. Box 496073) 96049-6073	Community-Based Transportation Planning Debbie Ginn (530) 225-4671 FAX (530) 225-3020	Lassen LTC Tehama LTC Modoc LTC Trinity LTC Plumas LTC Siskiyou LTC Shasta LTC
DISTRICT 3	Contact	MPO/RTPA
Sacramento Office (<i>counties:</i> <i>Sacramento, Sutter, Yolo, Yuba, El</i> <i>Dorado, Placer</i>) 2389 Gateway Oaks Drive, Suite 100 Sacramento, CA 94274-0001 Marysville Office (<i>Counties:</i> <i>Butte, Colusa, Glenn, Sierra,</i> <i>Nevada</i>) 703 B Street Marysville, CA 95901	Community-Based Transportation Planning Jennifer Hayes (916) 274-0610 FAX (916) 274-0648	Butte CAG Sierra LTC Colusa LTC Glenn LTC El Dorado LTC Nevada LTC Placer LTC Sacramento Area COG TRPA - Tahoe Basin TMPO - Tahoe Metropolitan Planning Organization
DISTRICT 4	Contact	MPO/RTPA
111 Grand Avenue Oakland, CA 94612 (P.O. Box 23660) 94623-0660	Community-Based Transportation Planning Melissa Joshi (510) 286-7227 FAX (510) 286-5559	Metropolitan Transportation Commission
DISTRICT 5	Contact	MPO/RTPA
50 Higuera Street San Luis Obispo, CA 93401	Community-Based Transportation Planning Cindy Utter (805) 549-3970 FAX (805) 549-3077	Monterey LTC Santa Cruz LTC San Benito COG AMBAG Santa Barbara CAG San Luis Obispo COG
DISTRICT 6	Contact	MPO/RTPA
1352 W. Olive Drive Fresno, CA 93728 (P.O. Box 12616) 93778	Community-Based Transportation Planning Nell Hill (559) 488-4325 FAX (559) 488-4088	Fresno COG Tulare COG Kern COG Kings CAG Madera LTC

DISTRICT 7	Contact	MPO/RTPA
120 S. Spring Street Los Angeles, CA 90012-3606	Community-Based Transportation Planning Fernando Castro (213) 897-1905 Melanie Bradford (213) 897-9466 FAX (213) 897-0460	SCAG
DISTRICT 8	Contact	MPO/RTPA
464 W. Fourth Street Sixth Floor San Bernardino, CA 92401	Community-Based Transportation Planning John Chiu (909) 388-7139 FAX (909) 383-6870	SCAG
DISTRICT 9	Contact	MPO/RTPA
500 South Main Street Bishop, CA 93514	Community-Based Transportation Planning Forest Becket (760) 872-0735 FAX (760) 872-0678	Inyo LTC Mono LTC
DISTRICT 10	Contact	MPO/RTPA
1976 East Charter Way Stockton, CA 95206 (P.O. Box 2048) 95201	Community-Based Transportation Planning Lynn O'Connor (209) 948-7575 FAX (209) 948-7194	Alpine LTC Amador LTC Calaveras COG Mariposa LTC Merced CAG Tuolumne COG San Joaquin COG Stanislaus COG
DISTRICT 11	Contact	MPO/RTPA
2829 Juan Street San Diego, CA 92110 (P.O.Box 85406) 92186	Community-Based Transportation Planning Ali Shahmiri (619) 220-5390 FAX (619) 688-2598	SANDAG
DISTRICT 12	Contact	MPO/RTPA
3347 Michelson Drive Suite 100 Irvine, CA 92612-0661	Community-Based Transportation Planning Maureen El Harake (949) 724-2086 FAX (949) 724-2592	Orange County Transportation Authority SCAG

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
RECEIVING RECORD
 FA1226A (1-90) CT#7541-0603-3

District Contact Manager: John Smith Phone Number: **916-123-1234**

RECEIVED FROM City of Nowhere				RECEIVED BY John Smith		DATE RECEIVED 01/02/01		CLAIM SCHEDULE NO.				CURRENT DOCUMENT NO.										
DESCRIPTION OF SHIPMENT (2)										PREPARED BY John Smith		DATE PREPARED 1/02/01		D.O. APPROVED (Contract Mgr) Signature of John Smith			PAGE NO. <u>1</u> OF <u>1</u>					
NO. PKGS	TYPE CONTAINER (CRATES, BOXES, ETC.) AND ARTICLES					WEIGHT	FREIGHT BILL NO.		VENDOR NUMBER		SERVICE CONTRACT NUMBER		PURCHASE ORDER NUMBER			GOOD CONDITION? (4)						
									(1233456)		1234567											
										HOW CHECKED? (WEIGHT, COUNT, MEASURE?)				RECEIVED VIA & CAR NO. IF CAR LOAD (1)								
QUANTITY	UNIT	UNIT PRICE	TC	MOD	SOURCE DISTUNIT		CHG DST	EXPENDITURE AUTHORIZATION		SUBJOB	SPECIAL DESIGNATION		FA	AGCY OBJ	AMOUNT		REV	FF Y	RPL	REFERENCE DOCUMENT NO.		SUF
1	EA				74	167	(01) -12)	(EA)					7	049	4,000.00			04		FT1245A-2		02
DESCRIPTION/COMMENTS Salary, benefits, travel, etc.			INVOICE NUMBER			DOCUMENT DATE		SUBSIDIARY ACCT		MSA CODE		CHECK DATE		FAM/PROB		CTY	ROUTE	FROM PM		TO PM		
						01/01/01																